

~~CONFIDENTIAL~~

Records Management Conference

Approved For Release 2001/07/28 : CIA-RDP72-00450R000100240066-4

a.)

3 September 1968

MEMORANDUM FOR: Deputy Director Support

THROUGH : Chief, Support Services Staff

SUBJECT : Records Management Conference -- October 1968

1. Your approval is requested for this Branch to conduct the second annual Fall Conference of Agency Records Management Officers at [REDACTED] on Tuesday and Wednesday 22 and 23 October 1968.

25X1A6a

2. Last fall some 72 Records Officers attended this Conference. Speakers included records experts from National Archives, DDP, DDS, and the Central Staff. The full range of Records Administration was reviewed and six round table forums were conducted on the Overflowing Records Center problems. Since then several of their corrective proposals have been implemented (including "a records purge supported by top management").

3. This year the Conference is planned to cover 'New Techniques of Information Storage and Retrieval' including aspects of microminuturization and automation.

4. Besides the technical knowledge imparted and the action proposals developed in the forums, we find this overnight Conference develops an esprit de corps among the Records Officers and this is vital to the Agency's continuing Records Program.

5. Your approval will provide an endorsement strengthening the Conference itself and will permit us to proceed with preparations at [REDACTED]

25X1A6a

25X1A9a

[REDACTED]
CIA Records Administration Officer

25X1A9a

DDS/SSS/RAB [REDACTED] pr (3 September 1968)